State of California Department of Industrial Relations Self Insurance Plans 2265 Watt Avenue, Suite 1 Sacramento, CA 95825 Phone (916) 483-3392 FAX (916) 483-1535



APPLICATION FOR A CERTIFICATE OF CONSENT TO SELF INSURE

Read instructions before completing.
All questions must be answered. If not applicable, enter "N/A".
Workers' compensation insurance must be maintained until certificate is effective.

To the Director of Industrial Relations:

The undersigned private employer hereby applies for a Certificate of Consent to Self Insure the payment of workers' compensation as provided by California Labor Code Section 3700.

The following information is submitted, under penalty of perjury, for the purpose of procuring a Certificate of Consent to Self Insure, which may be given upon proof, satisfactory to the Director of Industrial Relations, of ability to self insure and to pay compensation that may become due to employees.

GENERAL INFO	RMATION ON APPLICAN	T EMPLOYER
1. APPLICANT EMPLOYER:		
Name of Applicant Employer:		
Street Address of Main Headquarters:		
City:	State:	Zip + 4:
Federal Tax Identification Number of Employe	er:	
2. TO WHOM DO YOU WANT CORRESPO	NDENCE REGARDING TH	IS APPLICATION ADDRESSED?
Name:		
Title:		
Company Name:		
Mail Address:		
City:	State:	Zip + 4:
Phone: ()	FAX: ()	
3. (a) Does the applicant employer listed in Ques issued by the Director of Industrial Relation Yes No If yes, enter Certification	ns to self insure workers' comp	
(b) Is this applicant employer applying for self	f insurance in California for the	e first time? Yes No

4. Is this application being submitted for the applicant employer named in Question 1 because of any of the following:
Reincorporation Yes No
Merger Yes No
Change in Identity Yes No
Majority Change in Ownership Yes No
Other additions to Self Insurance Program
If yes, explain:
(Continue on additional page if necessary.)
If yes, submit a copy of legal documents regarding reincorporation, merger, change in identity or sale with this application.
5. (a) Is the applicant employer named in Question 1 a subsidiary of another company, corporation or partnership? Yes No
If yes, Name of Parent:
Address:
City, State, Zip + 4:
(b) Is the parent entity named in Question 5 (a) an active self insurer in the State of California? Yes No
If yes, parent entity's Certificate Number:
6. (a) Is the applicant employer named in Question 1 a CORPORATION? Yes No
If yes: State of Incorporation Date of Incorporation Month Day Year
(b) Is the applicant employer named in Question 1 a PARTNERSHIP ? Yes No
If yes, name all partners and designate whether they are general, special, limited, etc.:
Name Address Designation
(c) Is the applicant employer named in Question 1 owned by a single individual?
If yes, Name of Owner:
Address of Owner:
City: State: Zip + 4:

	nd State of Incorporation of ALL separate by this application for self insurance (
Full Legal Name			State of Incorporation
			Ш
-			Ш
(b) Do any of the listed affi	iliates or subsidiaries presently have ar	active Certificate of C	onsent to Self Insure in California?
Yes No			
If yes, identify the certi	ficate holder(s) and their Certificate N	umber:	
Legal Name of Certificate Ho			Certificate Number
		_	
		_	
-			
	nt's employer's operations be conducte to Question 7 (a) above?	d under a fictitious nam	ne or under a name other than
Fictitious Name	Legal Name	Operatio	on

8. Attach an original Certificate of Good Standing from the California Secretary of State for the applicant employer named in Question 1.

(Attach original Certificate of Good Standing dated not less than three months from the date of the submission of this application.)

NOTE: Certificates of Good Standing are available upon request and payment of a fee from:

California Secretary of State

1. Corporate Filing and Services Section 1500 11th Street Sacramento, CA 95814 (916) 437-5251

2. Limited Partnerships Section: (916) 653-33653. Limited Liability Companies: (916) 653-3794

9. What is the nature of the business of the applicant employer named in Question 1?
10. (a) What was the date of commencement or is the proposed date of commencement of business in California?
(b) What is the primary 6-digit Standard Industrial Classification Code (SIC Code) for the applicant employer named in Question 1?
11. (a) Number of California employees to be covered by the proposed self insurance plan:
(b) List by address the location of all California operations of the applicant employer (named in Question 1) to be covered by this application for self insurance:
(Add additional pages if needed.
12. Will the number of California employees covered under the proposed self insurance plan be materially increased or decreased in the next 12 months?
If yes, by how many: Increase or Decrease
13. At the date of this application, is there any litigation or legal proceeding pending or threatened, the result of which might substantially adversely affect the financial condition, business or operations of the applicant or any of its subsidiaries? Yes No
If yes, explain:

FIN	NANCIAL INFORMA	TION ON APPLICA	NT EMPLOYER		
14. (a) Is the company's annual Yes No		ed in the name of the ap ny for which the annual		l in Question 1?	
(b) Date of last full year and	nual financial report: _			, 19	
(c) Indicate net profit or los applicant employer does Applicant Employer Na	not have its own publis	shed financial report, the	en provide information		
	t After Taxes or Loss				
	19 \$				
19 \$ 19 \$					
19 \$					
19 \$					
15. Provide the following finan named in Question 14 (a) for		ne applicant employer's	(or parent company's) f	inancial statement	
DAI ANCE CHEET ITEMS.	Current 19 orQuarters	1st Full Year 19	2nd Full Year 19	3rd Full Year 19	
BALANCE SHEET ITEMS:					
Liquid Assets					
Inventory					
Other Current Assets					
Total Assets					

	19	19	19	19
BALANCE SHEET ITEMS:	orQuarters			
Liquid Assets				
Inventory				
Other Current Assets				
Total Assets				
Fixed Assets (Net)				
Other Assets				
Total Assets				
Current Liabilities				
Long-term Debt				
Other Liabilities				
Total Liabilities				
Contributed Capital				
Retained Earnings				
Shareholders' Equity				
MISCELLANEOUS:				
Working Capital				
Gross Revenue				
Net Income				
(Before Fixed Charges*)				
Net Profit				

*Fixed Charges = Taxes/Interest and Rental Charges

NOTE: Attach your certified and independently audited financial report complete with all notes and schedules for the past 3 full years, and quarterly financial reports for current year up through the most recent quarter.

	WO	RKERS' COMPENSAT	ION EXPERIENCE	IN CALIFORNIA	
		g if the applicant employer nder a workers' compensat		1) workers' compensat	ion liabilities are
	Jame of Current Carrie	•	1 7 /		
P	olicy Number:				
C	Current Policy Termina	tion Date:			_
N	Nost recent three calen	dar years experience by po	olicy period:		
Year	Payroll	Premium Before Dividend	Experience Modification	Losses Incurred	Loss Ratio
Calif	ornia workers' compe	ompensation policy covering the state of the	excess insurance be ca		estion 1)
If yes	Yes No No s, on what date? e of Carrier:	olication for workers' com			a policy cancelled.
	-				

	SECURITY DEPOSIT
Surety Bond Letter of Credit Approved Securities Cash Combination of above:	roposed that the security deposit will be in the form of a: ation to be sent to you on the deposit selected in Question 19 (a).
INJURY	AND ILLNESS PREVENTION PROGRAM
20. (a) Name of individual responsible for in	njury and illness prevention program for applicant employer (named in Question 1):
Name:	Title:
Address:	
City, State, Zip + 4:	
Phone: (
(b) What percentage of this individual's	s time is spent in injury and illness prevention?
If more than one individual is responsible for information requested in Items 20 (a) and (b)	or injury and illness prevention, attach a list to this application, giving the b) above.
	ornia engineer, certified safety professional, or certified industrial hygienist on of applicant employer's injury prevention program pursuant to Labor Code
Name:	Title:
Address:	
City, State, Zip + 4:	
Phone: _()	
Copy of Evaluation Report of	Injury and Illness Prevention Program is attached.
Date of Report:	
Evaluation and Report have been	en requested, and will be forwarded upon completion.

(Attach Injury and Illness Prevention Report here.)

PROPOSED ADMINISTRATION OF SELF INSURANCE PROGRAM 21. (a) Proposed administration of workers' compensation self insurance claims will be by: Third Party Administrator Insurance Carrier Claims Department Self Administered by Applicant Employer (b) Name of proposed administrator(s)/administrating agency(ies) who will be responsible for day-to-day administration of the workers' compensation self insurance program for applicant employer: Name (Person): ______ Title: _____ Name of Agency/Carrier/Company: Address: City, State, Zip + 4: Administrative Agency's Certificate No.: Has the individual administrator named above in Question 21 (b) demonstrated competence by passing the Self Insurance Administrator's Test? If yes, date: _____ ⊥ Yes ∟ No If no, name of competent person who will adjust claims and who has passed the Self Insurance Administrator's Test: and date passed test: 22. Name of administrator/administrative agency who will prepare the consolidated Self Insurer's Annual Report (normally your administrator): _____ Title:_____ Name (Person): ____ Name of Agency/Carrier/Company: _____ Address: ___

City, State, Zip + 4: ______

Phone: ()

23. Will ALL applicant employer's employee claims be administered at the	adjusting location named in Question 21 (b)?
Yes No If no, complete the following information for ea	ach proposed adjusting location:
Proposed Administrator(s)/Administrating Agency(ies)	
(a) Name (Person):	Admistrative Agency's
Agency Name:	Certificate No.
Address:	or Exempt Carrier
City, State, Zip + 4:	or Self Administered
Date Person Passed Administrator's Examination:	
(b) Name (Person):	Admistrative Agency's
Agency Name:	Certificate No.
Address:	or Exempt Carrier
City, State, Zip + 4:	or Self Administered
Date Person Passed Administrator's Examination:	
(c) Name (Person):	Admistrative Agency's
Agency Name:	Certificate No.
Address:	or Exempt Carrier
City, State, Zip + 4:	or Self Administered
Date Person Passed Administrator's Examination:	
(d) Name (Person):	Admistrative Agency's
Agency Name:	_
Address:	_
City, State, Zip + 4:	
Date Person Passed Administrator's Examination:	
(Add ad	Iditional page if needed, to list all location information.)
EH INC EEE	

FILING FEE

Attach here your check payable to the <u>Department of Industrial Relations—Self Insurance Plans</u> for payment of filing fee. **Filing Fee:** Each private employer making application for a Certificate shall, at the time of filing the application, pay a non-refundable filing fee on the following basis:

- (1) For a single application, or the first of more than one application submitted together, the filing fee shall be \$500.00.
- (2) For each additional application submitted with the first application, the filing fee shall be an additional \$100.00.
- (3) For any subsequent application determined by the Manager to be necessary but not submitted with the original filing of an application, the application will be considered a new application and the fee shall be an additional \$500.00.

RESOLUTION TO BECOME SELF INSURED

The following page is a Model Corporate Resolution to be adopted and executed by the Board of Directors of the applicant employer named in Question 1. Self Insurance Plans recommends identifying the responsible positions by title (such as President, any Vice President, Secretary, Assistant Secretary, Treasurer, Risk Manager, or other appropriate title in your corporation), rather than the name of the individual person. Documents in the future will require signature by an authorized person and titles are much less subject to change than individual names.

If the applicant employer is a partnership or sole proprietorship, a different resolution must be used. Please contact Self Insurance Plans in Sacramento for the appropriate resolution if the applicant is not a corporation.

The resolution must have an original "wet" signature of the Secretary, and the corporate seal affixed where indicated on the page.

Make two 2-sided originals of the resolution. Return one original and keep the remaining one for your files.

Model Corporate Resolution

CORPORATE RESOLUTION AUTHORIZING APPLICATION TO THE DIRECTOR OF INDUSTRIAL RELATIONS, STATE OF CALIFORNIA FOR A CERTIFICATE OF CONSENT TO SELF INSURE WORKERS' COMPENSATION LIABILITIES

At a me	ing of the Board of Directors of	
	(enter name of corporation)	 ;
a corpoi	ion organized and existing under the laws of the State of	,
held on	e day of 19_	,
a quorui	being present, the following Resolution was adopted:	
	RESOLVED that the	
	(enter titles of authorized corporate officers)	
	be and they are hereby severally authorized and empowered to make application for a Certificate of Consent to	o Sel
	nsure to the Department of Industrial Relations of the State of California, and to execute any and all docu-	ment
	equired for such application, including the Instrument of Undertaking in furnishing security.	
	,, the undersign	ned
	Secretary of the said, a corporat	
	nereby certify that I am the Secretary of said corporation, that the foregoing is a full, true and correct copy of the	ne
	esolution duly passed by the Board of Directors thereof at a meeting of said Board held on the day and at the p	lace
	herein specified, and that said resolution has never been revoked, rescinded, or set aside, and is now in full for	ce
	nd effect.	
	N WITNESS WHEREOF: I HAVE HEREUNTO SET MY HAND AND THE CORPORATE SEAL OF SAI	D
	CORPORATION THIS DAY OF 19 _	
	(SEAL) Secretary	

Consent to Self the regulations u and authority of	Insure, if granted, will be ac upon which said Certificate of the said Director of Industri	cepted subject to the of Consent to Self Instal Relations to presc	authority of the sure shall be gra ribe new and ad	e applicant herein that a Certificate of Director of Industrial Relations to prescribe nted or continued and subject to the full righ ditional regulations. It is further agreed that, s and expenses as provided in the regulations
Ι,			,	
,	(Insert person's name)		(Ins	ert person's title)
and statements sapplication, atta	set forth in the foregoing app	olication, attachments da, know the content	s, exhibits and a s thereof, and th	icant employer to which the representations ddenda relate; that I have read said nat said representations and statements
Subscr	ibed and sealed at			- ,
		(City)		(State)
this	day of		_, 19	
				(Signature)
				(Organical V)
				(Title)
Attest:				
1100000				(Signature of Secretary)
	CORPORATE SEAL OF CANT IN THIS BOX)		(Тур	e name and title of Secretary)

AGREEMENT

NOTE: The agreement must be signed by one of the persons authorized by title in the resolution on the previous page. As such, both name and title must be provided. The attesting person cannot also be the person signing the agreement. The seal needs to be affixed in the box provided.

AGREEMENT OF ASSUMPTION AND GUARANTEE

Attach Here

NOTE:

If the applicant employer named in Question 1 is a subsidiary of another company, corporation or partnership [see answer in Question 5 (a)], the parent is required to execute an agreement of assumption and guarantee for the applicant employer. Complete the separate agreement and attach it to this page.

On the assumption agreement itself, insert after the words "In the matter of the Certificate of" the name of the applicant employer named in Question 1; the term "Self Insurer" in the agreement refers to the name of the applicant employer named in Question 1; and the term "Undersigned" refers to the parent company, parent corporation, or parent partnership.

Self Insurance Plans will insert the appropriate Certificate Number.

Signature and title of the person signing the agreement must be one of the positions authorized by the resolution to be attached on page 14 executed by the parent company, parent corporation or parent partnership. (A model resolution for this purpose is included on the two pages following page 14.) The Secretary cannot attest his/her own signature and the corporate seal must be affixed on the words "Corporate Seal."

Make two 2-sided originals of the agreement. Return one original and keep the remaining one for your files.



State of California Department of Industrial Relations

SELF INSURANCE PLANS

Certificate Number:	_
In the Matter of the Certificate of	AGREEMENT OF ASSUMPTION AND GUARANTEE OF WORKERS' COMPENSATION LIABILITIES
Employer,	
WHEREAS,	(hereinafter called the Undersigned), has good
WHEREAS, application to be, a self insurer pursuant to Sections 3700 through	(hereinafter called Self Insurer), is, or has made 3705 inclusive of the Labor Code of California;

NOW, THEREFORE, It is understood and agreed that:

- 1. In consideration of the Director of Industrial Relations of the State of California issuing a Certificate of Consent to Self Insure to said Self Insurer, the Undersigned agrees to assume and guarantee to pay, or otherwise discharge promptly, all the liabilities and obligations which said Self Insurer may incur as a self insurer of its California workers' compensation liabilities.
- 2. This Agreement shall cover and extend to all potential liability for workers' compensation benefits as required by law of said Self Insurer; as a self insurer of its California workers' compensation liabilities arising on or after the effective date thereof.
- 3. This Agreement shall not cover or extend to any workers' compensation liabilities of said Self Insurer which are expressly insured by a carrier duly authorized to write California workers' compensation insurance.
 - 4. This Agreement shall remain in full force and effect unless terminated in the manner hereinafter provided.
- 5. This Agreement may be terminated at any time by the Undersigned upon giving thirty (30) days written notice by registered or certified mail to the Manager, Self Insurance Plans. In this event the liability of the Undersigned, shall, at the expiration of thirty (30) days from receipt of said notice by said Manager cease and determine, except as to such liability of the Self Insurer on account of any injury suffered by any of its employees prior to the expiration of said thirty (30) days; it being expressly understood and agreed that the Undersigned shall be liable for default of said Self Insurer in fully discharging all existing and potential liability of said Self Insurer as a self insurer as of the date of said termination.
 - 6. A change in the proprietorship or the sale of said Self Insurer does not terminate this Agreement.
- 7. In the event said Self Insurer shall fail to pay compensation, as compensation is defined in Section 3207, Labor Code of California, when due, the Undersigned will pay the same, and the payment may be enforced against the Undersigned to the same extent as if said payment was the liability of it.

8. The Undersigned is held and firmly bound for the payment of all legal costs incurred by the State of California in any actions taken to enforce this Agreement.			
9. If the Undersigned has not filed with the California Secretary of State to the extent required to entitle it to transact intrastate business in California and/or if the Undersigned is a foreign entity (an entity organized and existing under the laws of a country outside the United States of America) it hereby agrees to become subject to the jurisdiction of the Department of Industrial Relations, the Division of Workers' Compensation, all other administrative agencies, and become controlled by California law including all regulations promulgated by the Director of Industrial Relations for the administration of self insurance for the purpose of enforcing the liabilities and obligations, and the resolution of any dispute arising from this Agreement.			
10. If the Undersigned has not filed with the California Secretary of State to the extent required to entitle it to transact intrastate business in California it hereby agrees that service of process may be effected on the Undersigned by sending notice to			
by registered airmail, return-receipt requested. Pursuant to California Code of Civil Procedure Section 415.40, service of notice by this form of mail will be deemed complete on the tenth day after such mailing. 11. This Agreement shall be binding upon the Undersigned, its successors, and assigns.			
IF A CORPORATION:			
Subscribed and sealed at			
this day of	_, 19		
Attest:			
CORPORATE SEAL			
	Company		
	Signature		
Secretary	Title		

RESOLUTION OF AGREEMENT OF PARENTAL ASSUMPTION AND GUARANTEE

Attach executed resolution (model resolution follows) from parent corporation/parent company/parent partnership

Make two 2-sided originals of the resolution. Return one original and keep the remaining one for your files.

Model Assumption and Guarantee Corporate Resolution

RESOLUTION OF AGREEMENT OF PARENTAL ASSUMPTION AND GUARANTEE

at a meeting of the Board of Directors of		
(name of holding corporation)		
a corporation organized and existing under the laws of the State of		
ld on the day of 19		
a quorum being present, the following Resolution was adopted:		
RESOLVED that		
organized under the laws of the State of		
authorizes that its legally controlled subsidiary(ies) or affiliate(s)		
(list legal name & state of incorporation of each subsidiary or affiliate) seek a Certificate of Consent to Self Insure workers' compensation liabilities in the State of California; and,		
BE IT FURTHER RESOLVED that		
will guarantee the payment of all workers' compensation liabilities incurred by any self-insured subsidiary or		
affiliate named above, resulting from operations in California as a permissibly self insured; and		
BE IT FURTHER RESOLVED that the President, any Vice President, Treasurer and Secretary of the		
(name of holding corporation)		
are severally authorized to sign the State of California form entitled Agreement of Assumption and Guarantee of		
Workers' Compensation Liabilities on behalf of the subsidiary(ies) or affiliate(s) and be bound by all terms and		
conditions therein, including, but not limited to, terms specifying assumption of all subsidiary(ies) and affiliate(s)		

liability; and

BE IT FURTHER RESOLVED that		
(name of holding corporation)		
will guarantee the payment of all workers' compensation liabilities incurred by any additional self-insured		
subsidiary or affiliate, not named above, that in the future should be granted a Certificate of Consent to Self Insure		
workers' compensation liabilities in the State of California, and the Secretary of		
(name of holding corporation)		
is authorized to add the subsidiary or affiliate name as an attachment to this resolution and said Secretary shall		
re-execute the resolution with said attachment and provide it to the Department of Industrial Relations (or its		
successor).		
I,, the undersigned		
Secretary of the, a corporation,		
(name of holding corporation)		
hereby certify that I am the said Secretary of said corporation, that the foregoing is a full, true and correct copy of		
the resolution duly passed by the Board of Directors thereof at a meeting of said Board held on the day and at the		
place therein specified, and that said resolution has never been revoked, rescinded, or set aside, and is now in full		
force and effect.		
IN WITNESS WHEREOF: I HAVE HEREUNTO SET MY HAND AND THE CORPORATE SEAL OF SAID		
CORPORATION THIS DAY OF 19		
(SEAL) Secretary		

NOTE: The officers authorized by job title in this model resolution are examples. The Board of the holding corporation can choose any officer by designated job title to act on its behalf with respect to the Self Insurance Plans' program of the subsidiary(ies).

FINANCIAL STATEMENT

Attach Here

Copies of the applicant's certified and independently audited financial statements, complete with all schedules and notes, and such other supporting financial information for the prior three (3) full years and quarterly unaudited reports up to the most current quarter of the current year. Financial information is considered confidential.

If the report of the financial condition is dated more than twelve (12) months prior to the date of this application, the Director may require interim financial statements (balance sheet and profit and loss statement) certified by the appropriate finance officers and dated not less than three (3) months from the date of this application.

State of California Department of Industrial Relations Self Insurance Plans

this _____ day of

Application Number:

Form A 4-32 (12/92)



AGREEMENT AND
UNDERTAKING FOR
SECURITY DEPOSIT

Employer, for a Certificate of Consent to Self Insure

The undersigned employer, if it elects to self insure in accordance with the provisions of Sections 3700-3705 of the Labor Code of California, and having made application for or received from the Director of Industrial Relations of the State of California a Certificate of Consent to Self Insure, upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self insure and to compensate any or all of its employees for injury or disability, and their dependents for death incurred or sustained by said employees, pursuant to the terms, provisions and limitations of said Labor Code, does hereby undertake and agree, as a condition to issuance of such Certificate of Consent to Self Insure and in consideration of the issuance thereof by the Director of Industrial Relations, as follows:

- 1. The employer will make a security deposit with the State of California, to secure incurred liability for the payment of compensation as provided in said Labor Code such security deposit as may, by the order of the Director of Industrial Relations, be required to be filed.
- 2. Said security deposit shall be held by the State of California to the order of said Director of Industrial Relations, in trust, with power to the said Director to collect or order the collection of the principal or the interest, or both, as the same becomes or become due; to sell or order the sale of such security deposit and any security deposit substituted therefor, or such part thereof, or both, to the payment of any compensation for which application of the proceeds or the interest, or both, to the payment of any compensation for which said employer may become liable under said Labor Code, in the payment of which said employer may be in default. The interest upon security deposit posted hereunder shall be remitted to the employer, upon request, by the State of California as it matures in the absence of default of said employer in the payment of any compensation for which said employer may become liable under said Labor Code.

		_ , · ··
Attest:		
	CORPORATE SEAL	
		_ By
Secretary		

. 19 ____